There are several ways a host can find his/her host 'project':

- Enter your **Name** in the Search box and press Enter. Select **Host - YourLastName, YourFirstName** from the results.

- Enter **Host** in the Search box and select **Host - YourLastName, YourFirstName** from the results

- Enter **View Project** in the Search box and select the **Host - YourLastName, YourFirstName** project

If the search does not show **Host - xxx, xxx** as an option, verify that *'All of Workday'* is selected from the Categories on the left-hand column.

Click the name **Host - xxx, xxx**, all of the information related to your host project displays.

Click the **Resources** tab to display all of your 'hostees'.

Printer and Excel – Click the *Printer* icon to view a page as a PDF file. This will also display a printable pdf version. Click the *Excel* icon to view a page as an Excel Report.